

**MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE  
FALL 1995 MEETING**

# **The Business of Archives**



Wilmington, Delaware  
Holiday Inn Downtown  
November 9-11, 1995

**FINAL PROGRAM**



# **THE BUSINESS OF ARCHIVES**



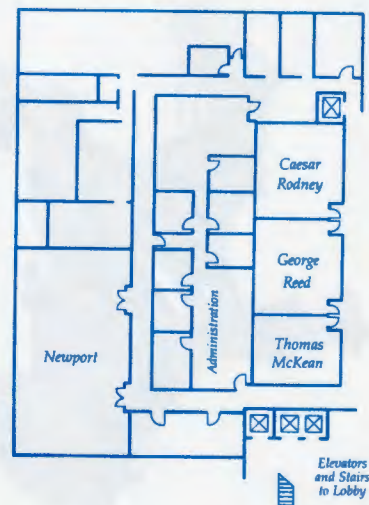
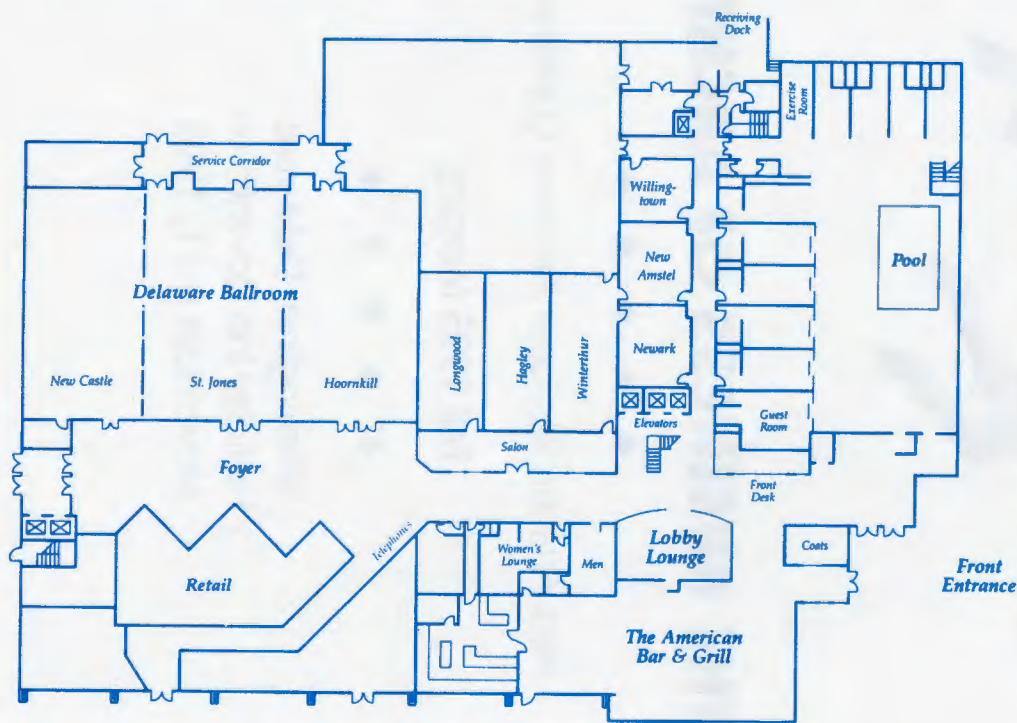
Mid-Atlantic Regional Archives Conference

Fall 1995 Meeting



Wilmington, Delaware  
Holiday Inn Downtown  
November 9-11, 1995

# Wilmington, Delaware Holiday Inn Downtown



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## WELCOME

Greetings from Wilmington, Delaware!

Wilmington looks forward to being MARAC's perpetual fall host with the first of three autumnal meetings in 1995. The brisk air will greet conference participants who come to our thriving and easily accessible city.

The program, "The Business of Archives," focuses on the how to of running archives. Sessions and workshops will explore business aspects of running archives, as well as interacting with the business community, and archives as service organizations themselves. Included are useful sessions on how to work with professionals in other fields, management and career-related issues, regional planning for Archives Week, as well as what's hot and what's not in Washington. We even have a session on how to turn on a slide projector! (plus lots of other similarly handy tidbits on audiovisual equipment in general.)

The Historical Society of Delaware will host our reception at their brand new Delaware History Museum, within easy walking distance of the hotel, on Friday night. And of course, who would miss the traditional MARAC Lunch (Professor Lu Ann De Cunzo of the anthropology department at the University of Delaware will fill us in on preliminary findings of archeology in New Castle, Delaware) and the sumptuous business breakfast on Saturday. MARAC has it all, so don't miss Wilmington!

Jon M. Williams, Local Arrangements Chair  
Leslie Simon & Judy Robbins, Program Committee co-chairs

## ACKNOWLEDGEMENTS

### Special Thanks to:

Gaylord Bros., *for sponsoring in part the Friday morning coffee.*

Taylor Made Company, *for sponsoring in part the Friday afternoon coffee.*

Archival Systems, Inc., *for sponsoring in part Saturday's breakfast.*

Laurie Baty and her committee from the gargantuan Spring '95 Baltimore meeting for help and support in so many ways.

## LOCAL ARRANGEMENTS COMMITTEE

Jon M. Williams  
*Hagley Museum & Library, chair*

Lynn Ann Catanese  
*Hagley Museum & Library*

Heather A. Clewell  
*Winterthur*

Constance J. Cooper  
*Historical Society of Delaware*

Richard McKinstry  
*Winterthur*

Howard P. Lowell  
*Delaware State Archives*

Marjorie McNinch  
*Hagley Museum and Library*

Rebecca Johnson Melvin  
*University of Delaware*

Richmond D. Williams  
*Consultant*

## PROGRAM COMMITTEE

Judy Robins, co-chair  
*Consultant*

Leslie Simon, co-chair  
*CIGNA*

Heidi Bamford  
*Western NY Library Resources Council*

Rita Dockery  
*American Philosophical Society*

Russell Gasero  
*Reformed Church in America*

Mary-Elise Haug  
*Delaware Technical Community College*

Marisa Keller  
*Corcoran Gallery of Art*

Michael Knies  
*Canal Museum*

David Miller  
*Philadelphia City Archives*

Valerie Wingfield  
*NY Public Library*

Peter Wosh  
*NYU*

## EXHIBITORS

Please visit the exhibitors in the hotel foyer on Friday, November 10, all day.

ALS Software  
1635 Thomas Road  
Wayne, PA 19087  
TEL: 610-783-7865  
FAX: 610-783-7952

Archival Systems, Inc.  
593 Acorn Street  
Deer Park, NY 11729  
TEL: 516-586-1252  
FAX: 516-586-1273

Archivart  
7 Caesar Place  
Moonarchi, NJ 07074  
TEL: 800-804-8428  
215-238-9952  
FAX: 201-935-5964

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FAX: 610-459-3867

University Products, Inc.  
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Holyoke, MA 01041  
TEL: 800-628-1912 ext. 304  
FAX: 413-532-9281

**Registration.....Foyer**  
8:00 a.m. – 7:00 p.m.

**Refreshment Breaks .....Hallway, Second Floor**

## **Workshops**

**W1 Introduction to Records Management.....Caesar Rodney**  
8:30 a.m. – 4:30 p.m.

This workshop is designed for individuals who have been assigned records management responsibilities and others interested in the topic. It will explain how to create and implement records retention schedules, plan and manage a records center and various filing systems. Time will be devoted to imaging programs, defining and explaining the benefits of microfilm, CD-ROM and optical disc systems. It will also look at ways archives and records management programs can work together for the good of the organization. Attendees will draft a retention schedule.

*Workshop leaders:* Kathleen Ewing, ARCO Chemical Company  
Rainer Naus, CRM, Zeneca Inc.

**W2 Storage Enclosures for Archival Materials.....Winterthur Conservation Lab**  
8:45 a.m. – 4:30 p.m.

Shuttle for Winterthur leaves the hotel at 8:45.

This workshop is an introduction to both commercially available and custom-made storage enclosures for archival materials. Part one will review materials and formats found in commercial enclosures including an explanation of terminology, testing, sources and suggestions for designing a storage system using standard sizes and materials. Samples and catalogues will be available. Part two will introduce participants to the techniques and materials needed to fabricate custom enclosures. Several simple examples will be made by participants using a tool kit provided. The workshop will be taught at the conservation lab at Winterthur; transportation to and from the conference hotel will be provided.

Limited to 10 participants

*Workshop leader:* Lois Olcott Price, Conservator of Library Materials,  
Winterthur Museum

**W3 Archives in the Classroom .....Thomas McKean**  
8:30 a.m. – 12:30 p.m.

This workshop is designed to help archivists develop programs for using primary resource materials as educational tools. It will give practical advice on creating these programs and getting them into the classroom. Two case studies will be examined: one designed for high school social-studies classes, the other designed for middle-school students. Participants will work together to design projects and activities relying in the resources of their own institutions. Enrollees should come prepared with ideas about specific uses for their collections. Enrollment limited to 25.

*Workshop leaders:* Shawn Aubitz, Archivist and Curator of Exhibitions and Public Programming, National Archives, Mid-Atlantic Region  
Shawn Weldon, Assistant Archivist, Philadelphia Archdiocesan Historical Research Center  
Hal Kessler, Project Director, World Affairs Council (formerly with the School District of Philadelphia)

**W4 Audio-visual Equipment .....George Read**  
8:30 a.m. – 12:30 p.m.

This hands-on workshop will explain the handling and care of a variety of audio-visual equipment. Topics to be covered include recording acoustics, videotape formats and VHS machines, analog and digital audio recording formats and equipment, and audio cassette editing. Issues of preservation, disaster prevention and recovery will also be addressed. Enrollment limited to 20.

*Workshop leader:* Alexis Benitez, A-V Engineer, New York Public Library

**W5 Introduction to the Internet.....DelTech, Wilmington**  
8:30 a.m. – 12:30 p.m.

This workshop will cover: standard Internet functions (addresses, subscribing, ftp, etc.); finding topical information (using other institutions' gophers, World Wide Web, subject searching, joining lists and other services), and a summary of hardware and software requirements for access and participation on the Internet. Enrollment limited.

*Workshop leader:* Mary-Elise Haug, Delaware Technical Community College

## **Tours**

Pre-registration is required for all tours. Please meet in the hotel lobby 15 minutes before the tour begins. The Hagley and Winterthur tours will travel on the same bus.

**T1 Henry Francis du Pont Winterthur Museum**  
1 - 4:30 p.m.

- T2 Hagley Museum and Library**  
1 - 4:30 p.m.
- T3 New Castle, Delaware and Oak Knoll Books**  
1 - 4:30 p.m.
- T4 Taylor-Made Company and historic Chester Creek**  
1 - 4:30 p.m.

**MARAC Committee Meetings**

- 3 p.m.
  - Education Committee.....New Amstel
  - Finance Committee .....Thomas McKean
  - Meeting Coordinating Committee .....Newark
  - Nominating Committee .....Willingtown
  - Outreach Committee.....George Read
- 4 p.m.
  - Publications Committee ..... Thomas McKean
  - Membership Committee ..... George Read
- 5:30 p.m.
  - Steering Committee..... “Winterthur” Board Room

**Hospitality Suite**

9 p.m. -

**FRIDAY, NOVEMBER 10, 1995**

- Registration.....Foyer**  
7 a.m. - 6 p.m.
- Exhibitors.....Foyer**  
8 a.m. - 4:30 p.m.
- MARAC New Members Orientation Breakfast.....Newark**  
8 a.m.

## Concurrent Sessions

8 a.m. - 10 a.m.

### **S1 Certification & Recertification: 5 Years After .....Newport**

The professional credentialing process established by the Academy of Certified Archivists is about to complete its first cycle. It is now time for those who have chosen this path to choose again: to recertify, or not. This session will examine the reasons why three professionals have made the choices they have regarding certification and consider the implications for the future of this credential.

*Chair:* Eleanor King, Gwynedd Mercy College Archives

*Speakers:*

John Fleckner, National Museum of American History,  
Smithsonian Institution  
Frederick Hiclow, Bowie State University

### **S2 Archives Week: A Primer.....George Read**

This session was designed by the MARAC Outreach Committee to encourage archives and manuscript repositories in the region to participate in future Archives Weeks by offering practical how-to ideas. The speakers will discuss their efforts at planning and implementing programs, review what worked and what did not, offer suggestions and provide illustrative materials. The speakers will answer questions from the audience about what it takes to design and conduct such a program. Those who have them are asked to bring examples of Archives Week materials from their institution or area to the session and to the Archives Week table in the Exhibit Hall.

*Chair:* Maxine N. Lurie, History Department, Seton Hall University, NJ; chair, MARAC Outreach Committee

*Speakers:*

Beverly Robertson, Library and Archives, Empire Blue Cross/Blue Shield, "New York Archives Week: The Seven-Year Itch"  
Rebecca Ebert, Archives Librarian, Hanley Library, "The Lonely Organizer: Archives Week in a Single-Person Shop"  
JoAnne Barry, Academy of Music Archives, "Planning a Reasonable/Doable Archives Week Program"

### **S3 Slicing up the Pie: Philosophies of State Record Resource Disbursement .....Thomas McKean**

Recognition of the need for financial assistance for local governments and small historical record repositories has long been acknowledged, and is especially pertinent in this age of dwindling resources. It is also particularly important to inter-agency cooperation. This session will explore four state grant programs that function as conduits for fiscal support, and examine the long-and short-term

values of the programs. Topics addressed will include program promotion, cost/benefit analysis, selection criteria, the relationship between implementation and funding priorities, and general project evaluation.

*Chair:* John Paul Deley, Federal Trade Commission

*Speakers:*

Susan T. Hartman, Pennsylvania Historical and Museum Commission  
C. Russell McCabe, Delaware State Archives  
Denis Meadows, New York State Archives and Records Administration  
Glenn T. Smith, Library of Virginia

**S4 Archival Collecting Projects:  
the Good, the Bad, and the Ugly .....Caesar Rodney**

Collecting projects are often used to develop community and ethnic collections. However, they have come under increased scrutiny in the contemporary social and political climate because of their cost, the obligations assumed by the institution to the records, and the public's growing sensitivity to diversity issues. Sandy VanDoren will speak of her experiences gathering hundreds of collections of records and personal papers from community groups in Philadelphia for the Balch Institute for Ethnic Studies' Delaware Valley Regional Ethnic Archives Project. Alexander Magoun will discuss the fate of an ethnic history collection which had been a part of a college library until the college's mission changed. Adrienne Cooper will discuss designing a collecting program which fits the needs of Chinese in this country.

*Chair:* Gail E. Farr, Head of Archives/Research Services,  
Balch Institute for Ethnic Studies

*Speakers:*

Sandy VanDoren, Archivist, Presbyterian Medical Center Archives  
Alexander Magoun, Archivist, Holy Family College  
Adrienne Cooper, Program Director, Museum of Chinese in the Americas

**Coffee Break.....Foyer**  
10 - 10:15 a.m.

**Plenary Session.....Hoornkill**  
10:15 - 11 a.m.

Welcome - Leslie Simon, MARAC Program Committee  
co-chair, CIGNA Archives.  
Speaker - Marie Malaro, Director, George Washington University  
Museum Studies Program.

## Concurrent Sessions

11:15 a.m.- 12:45 p.m

### **S5 What's Hot in Washington and the States .....Newport**

Regardless of your politics, Washington's restructuring and budget cutting has affected our business. The states are following suit. This is an opportunity to discuss with those in-the-know, what's happened so far and what to expect.

*Speakers:* Page Putnam Miller, Director, National Coordinating Committee for the Promotion of History (NCC)

Nancy Sahli, Program Director, NHPRC

George Farr, Director, Division of Preservation and Access, NEH

Howard P. Lowell, State Archivist and Records Administrator,  
Delaware State Archives

### **S6 Electronic Records: Trends and Legal Issues.....Thomas McKean**

Electronic records present new challenges to archivists and record managers, with new record keeping and information systems being implemented at all levels of organizations. To ensure that reliable records are generated by, and maintained in, such systems, archivists and records managers must revisit traditional archival principles, including the concept of 'evidence'. Wendy Duff will discuss the University of Pittsburgh's project to identify functional requirements for electronic record keeping systems. Kenneth Mortensen will offer a legal perspective on the admissibility of electronic records as evidence in court, an important consideration in the design of any record keeping system.

*Chair:* Gregory S. Hunter President, Hunter Information Management Services and Associate Professor, Long Island University

*Speakers:*

Kenneth Mortensen, Teaching Fellow and Director of Operations, Villanova University School of Law

Wendy Duff, Doctoral Candidate, School of Library and Information Science, University of Pittsburgh

### **S7 Pushing Paper: Management Issues in Archives and Manuscript Repositories .....George Read**

Whether we work in one-person shops or in the largest of repositories, there are always administrative tasks that must be performed. Few archivists receive formal management training, yet they are often required to manage budgets, statistics, volunteers, paid staff, long-range planning, fundraising, and relations with donors and the institutional hierarchy. The focus of this panel session will be the common administrative issues faced by archivists in repositories of all sizes, and how to tackle them.

*Chair:* Ben Primer, University Archivist, Princeton University

*Speakers:*

Robert Sink, New York Public Library  
Deborah Wythe, Archivist, The Brooklyn Museum  
[an additional participant to be announced]

**S8 Multi-Site Archives: Will the Branch Archivist Please Phone Home? .....Caesar Rodney**

This session presents the challenges that archivists who work for organizations with multi-site archives face daily. As the global village expands and shrinks, corporate archivists may find themselves overseeing documentary projects around the world. Central archivists must communicate with a diverse community reporting to, or cooperating with them. Centralized headquarters must develop policy on the physical location of records. Sister Rosalie McQuaide, will discuss how her organization helps field workers determine whether to send records to the central or to the regional archival repository. Susan Box will address how corporate archives work with branch offices. Stephanie Morris, will chair and comment on how her organization documents its activity around the world.

*Chair:* Stephanie Morris, Archivist, Medical Mission Sisters

*Speakers:*

Rosalie McQuaide, cjsp, Archivist and Records Manager,  
Catholic Relief Services, "The CRS Satellite Archives System:  
Preserving a Shared History"  
Susan Box, Corporate Archivist, Phillips Petroleum Company  
"Challenges and Opportunities for the Archivist of the  
International Corporation"

**S9 Grants and Fund Raising.....Newark**

With the increasing cutbacks in federal funding, where do we turn for resources? This session will examine strategies on cultivating relationships within and without your institution, "non-traditional" resource providers, successful fund raising techniques, including that most basic: writing and presenting a successful proposal.

*Chair:* Richard Hollinger, Head, Archives and Special Collection,  
Health Sciences Library, Columbia University

*Speakers:*

Bruce Compton, Information Manager, The Pew Charitable Trusts,  
"Seeking Support from Funders"  
Annette Woolard, Director of Development, Historical Society  
of Delaware Library, "Fundraising: Beyond the Development  
Office...Far Beyond!"  
Kathleen Powderly, Assistant Director, Division of Humanities  
in Medicine, State University of New York, "Internal Support  
for External Funding"

**Luncheon .....St. Jones Ballroom**  
1 - 2:30 p.m.

Greetings - Jon Williams, MARAC Local Arrangements Chair  
Introduction - Barbara Benson, Historical Society of Delaware  
Speaker - Professor Lu Ann De Cunzo, University of Delaware  
Anthropology Department: "Digging New Castle."

**Concurrent Sessions**  
2:45 - 4:15 p.m.

**S10 The National Archives: A Legislative Agency?.....Newport**

Some believe that the National Archives and Records Administration (NARA) suffers from its status as a minor agency within the Executive Branch. William Josephson, a lawyer and former candidate for Archivist of the United States, believes that NARA should be moved to the Legislative Branch, thereby increasing its authority. Robert Gellman, consultant and former counsel to NARA's oversight committee in the House of Representatives, debates Josephson's position.

*Chair:* Edie Hedlin, Director, Office of Smithsonian Institution Archives

*Speakers:*  
William Josephson, Partner, Freid, Frank, Harris, Shriver & Jacobson  
Robert Gellman, Privacy and Information Policy Consultant,  
Washington, DC

**S11 Local Government Records**  
**Service Telecommunications Initiative (TI).....Thomas McKean**

Archivists are finding a number of ways to use the Internet to conduct business. This session will examine one large-scale project coordinated by the New York State Archives. Stan Schwartz will provide background on the project and give a status report. He will also provide some information on what local governments in other states are doing on the Internet. Geof Huth will discuss how local government records managers and archivists can use the Internet as a public relations and access tool, as well as a means toward their continuing professional education. Both will address issues integral to such an undertaking: security, authenticity, confidentiality, payment for services, as well as the resources needed up front.

*Speakers:*  
Stan Schwartz, Head, Local Government Technology Services,  
NY State Archives and Records Administration  
Geof Huth, Regional Advisory Officer, Local Government  
Records Services, NY State Archives and Records Administration

**S12 Public Relations and Outreach .....George Read**

Public relations and outreach are essential functions for archives, manuscript repositories and libraries to raise and institution's visibility to the public. In this

session, three professionals will discuss how they manage these functions for their institutions, and the relationships with allied professionals they've developed .

*Chair:* Mary Ellen Rogan, Head Archivist, Billy Rose Theater Collection, New York Public Library

*Speakers:*

Kenneth Schlesinger, Archivist, Time, Inc., "Archives Symbiotic Misunderstandings: Time Inc. Archives and its Public Relations Department"

Judy Hohmann, Coordinator of Public & Educational Programs, New York State Archives, "Making Archives Relevant"

Margaret Sherry, Reference Librarian/Archivist, Princeton University

**S13 Moving Stories .....Caeser Rodney**

At some point in their careers archivists are involved with moves and/or renovations, as facilities age and fill to capacity. Such events are fraught with peril, both to the collections and our management skills. Panelists will discuss aspects of the moving/renovating process such as planning, conservation issues continuation of customer service and managing the stress of change.

*Chair:* John Celardo, Assistant Director, National Archives, Northeast Region

*Speakers:*

James S. Rush, Jr., Assistant Branch Chief, Archives II Textual Reference, College Park

John Hartmann, Chief Conservator, Pennsylvania Historical and Museum Commission

E. Ann Wilcox, Librarian, Independence Seaport Museum

**MARAC State Caucus Meetings**

4:30 p.m.

D.C. ....New Amstel

Delaware....."Wandering the Halls"

Maryland (Including Local Arrangements

for College Park Meeting) .....Winterthur Board Room

New Jersey .....George Read

New York .....Thomas McKean

Pennsylvania .....Willingtown

Virginia .....Longwood Board Room

West Virginia.....Hagley Board Room

**Reception at Delaware History Center**

504 Market Street (See map in registration packet)

6 - 8 p.m.

**Hospitality Suite**

9 p.m. -

**Registration**

7:30 a.m. - 12 p.m.

**Breakfast.....St. Jones Ballroom**

8 - 9 a.m.

**MARAC Business Meeting .....St. Jones Ballroom**

9 a.m. - 9:45 a.m.

**Concurrent Sessions**

10 - 11:30 a.m.

**S14 The World Wide Web and Small Repositories.....Newport**

The World Wide Web offers tremendous opportunities for repositories of all sizes to publicize their collections in a colorful, graphic format on the Internet, with a potential audience of millions of Internet users. In the past, only repositories housed in large institutions with significant computer resources and the requisite Internet connections were able to explore the possibilities offered by the Web and other aspects of the Internet. Recently, however, smaller repositories have been able, through commercial Internet providers, to join the growing number of archives with home pages. The subject of this session will be the challenges faced by small repositories in obtaining affordable access to the Internet, using the resources available on the Web, preparing home pages and other issues.

*Chair:* Marilyn H. Pettit, The University of Maryland, College Park

*Speakers:*

Michael Mann, Internet Interstate, "Internet Access for Small Institutions"  
Mike Mashon, Broadcast Pioneers Library, The University of Maryland,  
College Park, "The Use of the World Wide Web in a Small Collection"

**S15 Taking and Giving Counsel: Insiders Look at Consultants .....George Read**

As organizational resources shrink, more and more archives are "outsourcing" special projects by hiring consultants. At the same time, more and more archivists are considering the alternatives to increasingly scarce "traditional" jobs. This session will examine consulting from three angles. A professional archives and records management consultant will explain aspects of her work for a variety of organizations. An archivist who has worked with consultants on several projects will present the client's point of view. Another professional consultant will discuss some of the nuts and bolts of running a consultancy business.

*Speakers:*

Rachel Maines, Rachel Maines and Associates

**S16 Have We Come a Long Way? Collecting and Disseminating Information on Women in Sports .....Caeser Rodney**

How has women's role in sports changed over the last twenty years? This session will review women's activities in sports and how they have been documented in archival collections, an area of growing interest and concern to sports historians and archivists alike. Issues covered in the presentations includes: where the collections are, what types of materials exist in those collections, who created the collections, and how to provide access to them. The presenters have varied experiences in this arena working in both the university and institutional settings. Practical collection development suggestions and research strategies will be featured.

*Chair:* Jackie Esposito, Assistant University Archivist, Pennsylvania State University

*Speakers:*

- Kristen Turner, Archivist, Drew University, "After the Game: Strategies for Locating Women in Sports Collecting"  
Mila C. Su, Sr. Assistant Librarian, Penn State, Altoona Campus  
"Coaching Women: What Materials Exist on Women Coaches and What Can Be Done About It"  
Karen Kaiser, Archivist/Records Manager, American Alliance of Health and Physical Education, "Recreation and Dance: APHERD Archives: Providing Access to Women in Sports"

**S17 The Archival Funnel:  
Policy Development for "Getting Things Done" .....Thomas McKean**

This discussion session will offer advice and examples of policy statements to ease the management burden of the archives. The presenters will offer case studies of the reasons for developing policy statements for their archives, and then lead a discussion on how and why policy statements should be developed in all areas of archival management. Participants should be ready to enter the discussion with examples, questions and ideas. Be sure to bring examples for, and visit, the Archives Manual table in the Exhibit Hall on Friday.

*Speakers:* Joe Coen, Archivist, Diocese of Brooklyn  
Susan Mitchem, Director, Salvation Army Archives

**Hotel Checkout .....Hotel Registration Desk  
12 p.m.**

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